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Health Services

**APPLYING FOR MEDICAL SCHOOL AND
MEDICAL PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Chris Kelleher)
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(Col Joseph E. Kelley)
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This instruction implements Air Force Policy Directive (AFPD) 41-1, *Health Care Programs and Resources*. It assists the US Air Force Surgeon General in obtaining qualified commissioned officers on active duty (AD) in Medicine, Osteopathic Medicine, Nurse Anesthesia, Optometry, and Dentistry. Students pursuing these educational tracks are eligible for sponsorship under this instruction: MD (degree as a medical doctor), DO (doctor of osteopathy), DDS (doctor of dental surgery), DMD (doctor of medical dentistry), MS or MA master's degree in nurse anesthesia, OD (doctor of optometry), civilian physicians and dentists enrolled in an accredited specialized training program beyond the basic MD, DO, DDS, or DMD degree. HQ USAF/SG may add or delete disciplines to the eligible list annually.

Chapter 1 explains how to apply for and participate in the F. Edward Hebert Armed Forces Health Professions Scholarship and Financial Assistance Program (AFHPS/FAP). **Chapter 2** describes how to apply to the F. Edward Hebert School of Medicine of the Uniformed Services University of the Health Sciences (School of Medicine).

This instruction requires you to collect and maintain information protected by the Privacy Act of 1974, Title 44, United States Code (U.S.C.), Section 3101, Title 10, U.S.C., Sections 133, 2120-2127, 8013, and 8032, and Executive Order 9397 provide authorization. The System of Record Notice FO35 MPC F, *Health Education Records*, also applies.

This instruction does not apply to Air National Guard (ANG) units and members.

Get prior approval from Headquarters Air Force Military Personnel Center, Directorate of Medical Service Officer Management, Medical Service Education Division (HQ AFMPC/DPMMUE), 550 C Street West, Suite 27, Randolph AFB TX 78150-4729 before adding to this instruction.

SUMMARY OF REVISIONS

This instruction combines AFR 36-17, *Armed Forces Health Professions Scholarship and Financial Assistance Program (AFHPS/FAP)* and AFR 36-24, *Admission Procedures for the F. Edward Hebert*

School of Medicine, Uniformed Services University of the Health Sciences (USUHS). It deletes attachments 3 through 5 of AFR 36-17.

Chapter 1

F. EDWARD HEBERT ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAM (AFHPS/FAP)

Section 1A—Applications and Eligibility Requirements

1.1. Who Is Eligible. Any US citizen may apply for AFHPS/FAP who:

1.1.1. Meets the commissioning requirements in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories* (formerly AFR 36-15).

1.1.2. Is not contracted to serve a state or other party after graduating.

1.1.3. Is enrolled or accepted for any of these courses of study:

- MD or DO at an institution accredited by the Liaison Committee for Medical Education of the American Medical Association (AMA) or the Bureau of Professional Education of the American Osteopathic Association (AOA) in the United States or Puerto Rico.
- Graduate nurse anesthesia program accredited by the American Association of Nurse Anesthetists within the United States or Puerto Rico.
- Advanced training in a health specialty that is beyond the basic education required for appointment as a commissioned officer as a physician in a program accredited by the Accreditation Council for Graduate Medical Education or the American Osteopathic Association.
- School of optometry accredited by the Council on Optometric Education of the American Optometric Association.
- An accredited program beyond the basic education required for appointment as a commissioned officer dentist.
- Another accredited education program in an eligible health profession as announced annually by HQ USAF/SG.

1.2. How To Apply. Civilian applicants should contact their local Air Force Health Professions Recruiter or Headquarters US Air Force Recruiting Service, Recruiting Service Health Professions Directorate (HQ USAFRS/RSH), 550 D Street West, Suite 1, Randolph AFB TX 78150-4527, for information and applications.

1.2.1. Air Force Reserve Officer Training Corps (AFROTC) cadets may apply for the Pre-Health Professions Program (Pre-HPP) according to AFI 36-5001, *Civil Air Patrol* (formerly AFR 45-10).

1.2.2. Air Force AD members, AFROTC Educational Delay cadets, AFROTC cadets, and designated United States Air Force Academy (USAFA) cadets contact HQ AFMPC/DPMMUE regarding how to complete the items in paragraph [2.3.](#) of this instruction.

1.2.3. Air Force members who meet the provisions of paragraph [1.1.](#) submit requests for approval to apply for AFHPS/FAP through their immediate commander to the Separations Branch, HQ AFMPC/DPMARS, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713. *EXCEPTION:* Designated USAFA and AFROTC Pre-HPP cadets.

- Get a sample copy of the approval to apply letter from Headquarters Air Force Military Personnel Center, Directorate of Medical Service Officer Management, Physician Education

Branch, (HQ AFMPC/DPMMUE) 550 C Street West, Suite 27, Randolph AFB TX 78150-4729.

- Note that HQ AFMPC/DPMMUE gives approved applicants instructions on how to formally apply for AFHPS/FAP.

1.2.4. Air Force AD members with approval to apply for AFHPS/FAP must complete an application for separation from AD according to AFI 36-3207, *Administrative Separation of Commissioned Officers (formerly AFR 36-12)*, for officers or AFI 36-3208, *Administrative Separation of Airmen (AFR 39-10)*, for enlisted members. Candidates selected for the AFHPS/FAP must be sure to complete their separation requests in time to permit them to separate from AD and transfer to the Reserve before starting medical school.

1.2.5. When they separate, officers holding a Regular Air Force commission must accept appointment as a second lieutenant in the Medical Service Corps (MSC) of the Air Force Reserve in order to have their resignations accepted.

1.2.6. Enlisted personnel selected for the AFHPS/FAP must accept an appointment as a Reserve officer on either the day of their discharge or the next day to prevent a break in service.

1.2.7. Air Force Reserve Personnel (Categories A and B reservists). Coordinate applications through Headquarters Air Reserve Personnel Center, Surgeon (HQ ARPC/SGI), 6760 East Irvington Place #7000, Denver CO 80280-7000.

1.3. Who Can Answer Questions. For information on application procedures or eligibility requirements for civilians, contact the local Air Force Health Professions Recruiter or HQ USAFRS/RSH, 550 D Street West, Suite 1, Randolph AFB TX 78150-4527.

1.3.1. For information on application procedures or eligibility requirements for civilians, contact the local Air Force Health Professions Recruiter or HQ USAFRS/RSH, 550 D Street West Suite 1, Randolph AFB TX 78150-4527.

1.3.2. For information about contract requirements for physicians and medical students, active duty service commitment (ADSC), and graduate medical education (GME), contact the Physician Education Branch, HQ AFMPC/DPMMUE, 550 C Street West, Suite 27, Randolph AFB TX 78150-4729.

1.3.3. For information on contract requirements for nurses, ADSC, and nurse anesthetists, contact Nurse Education, HQ AFMPC/DPMMUN1, 550 C Street West, Suite 27, Randolph AFB TX 78150-4729.

1.3.4. For information on contract requirements for dentists and dental students, ADSC, and graduate dental education, contact HQ AFMPC/DPMMUD, 550 C Street West, Suite 27, Randolph AFB TX 78150-4729.

1.3.5. For information on contract requirements and ADSC for optometrists, contact HQ AFMPC/DPMMUW, 550 C Street West, Suite 27, Randolph AFB TX 78150-4729.

1.3.6. For general information on academic management, tuition, fees, or active duty tour (ADT) management, contact Air Force Institute of Technology, Civilian Institution Medical Program (AFIT/CIMJ) 2950 P Street, Wright-Patterson AFB OH 45433-7765.

- For information on reimbursement for tuition, fees, books, supplies, equipment, board exams, licenses, and so on, contact the Air Force Institute of Technology, Finance Division (AFIT/FMF), 2950 P Street, Wright-Patterson AFB OH 45433-7765.

1.3.7. For information on military personnel administration, financial records and payments, judicial matters and health records, contact HQ ARPC Surgeon's Office, Medical Incentive Division (SGI), 6760 East Irvington Place #7000, Denver CO 80280-7000.

Section 1B—Contractual Information

1.4. Agreement Terms. Program participants must sign an AFHPS/FAP contract and Oath of Office. The contract outlines the commitment, duties, responsibilities, and policy of the US Air Force. It also includes the participant's duties and responsibilities. The applicant must sign a Statement of Understanding that describes Air Force benefits and mutual obligations.

1.4.1. Program participants must:

- Complete the entire course of study leading to the degree or specialized training unless the government releases them sooner.
- Serve any remaining ADSC incurred from any Air Force training after finishing AFHPS/FAP. For example: ADSC incurred during AFROTC, USAFA, Officer Training School (OTS), or by participating in the AFHPS/FAP on active duty (see AFI 36-2107, *Active Duty Service Commitments* [formerly AFR 36-51]) all require that you finish the ADSC remaining from those programs. ***Note: You must serve ADSCs consecutively and may not satisfy these obligations through long-term education or training.***

1.4.2. Program participants may not:

- Be relieved of their AD obligation solely because they are willing and able to refund the cost of their education.
- Incur any medical practice obligations other than those that the Air Force requires.
- Receive service credit for the time they spend in the program. Specifically this time does not count toward:
- Retirement. ***EXCEPTION:*** You may receive service credit toward retirement for a physical disability acquired as a program participant while on ADT.
- Years of service creditable under 37 U.S.C., 205.
- Annual ADT (creditable service under 37 U.S.C. 205). ***Note: Military leave accrues during the ADT.*** See AFM 177-373, volume 2, *Joint Uniform Military Pay System (JUMPS) Unit Procedures Excluding AFO*. Members receive pay for any leave they do not use during their ADT.

1.4.3. Participants pursuing a medical or osteopathic medicine degree have these additional obligations and entitlements. They must:

- 1.4.3.1. Accept an appropriate reappointment or designation in the Medical Corps (MC) according to current appointment instructions after completing the program.
- 1.4.3.2. Participate in GME in Obligated Reserve Status (deferred) or on AD (at the Air Force's option). GME may end after the first or succeeding years according to Air Force requirements.

1.4.3.3. Accept an MTS of at least 2 years to run concurrently with the ADSC. If the ADSC is less than the MTS, participants remain on active duty until they finish their MTS. Participants receive credit toward MTS for the time they serve on AD after completing the professional degree unless the contract specifies otherwise.

1.4.3.4. Understand that:

- The Air Force guarantees only 1 year of GME. Whether individuals may participate in active duty GME, deferred GME, or AD is at the discretion of the Air Force, with consideration for individuals' preferences.
- The Air Force does not usually approve combined medical education degree programs except under limited and unusual circumstances where the combined program is in the best interest of the Air Force or for a combined MD and Ph.D. program in a field for which the Air Force anticipates a need.
- If an individual receives approval to pursue such a program, the Air Force may grant a 1 year leave of absence (LOA) during which time the Air Force provides no funds and the individual neither satisfies nor incurs an ADSC. Individuals approved for a combined degree program must provide clinical patient care, particularly during the period of their AFHPS/FAP obligation.
- The Air Force does not guarantee that individuals will receive assignments that allow them to use the expertise of the additional degree.

1.4.3.5. Reimburse the government for all or any part of their tuition and educational costs, as determined by the Secretary of the Air Force Personnel Council (SAF/MCIC) if they fail to complete the ADSC specified in the agreement (10 U.S.C. 2005).

1.4.3.6. Accept an appointment as a second lieutenant in the MSC, USAFR.

1.4.3.7. Serve a 45-calendar day ADT as a second lieutenant with the full pay and allowances of that grade for each 12-months of participation in the program (regardless of Reserve grade). Because participants receive no longevity credit for pay during or after their period of participation, those with no previous military service receive pay at the rate for grade O-1 with 2 or fewer years of service for all 45-calendar day ADTs. Participants with previous military service receive longevity credit only for their period of prior service determining their pay rate in grade O-1 for all 45-calendar day ADTs.

1.4.4. The Air Force reimburses participants for all required educational expenses, including tuition, fees, textbooks, small medical equipment, and laboratory expenses. Participants will not receive reimbursement for personal living expenses such as room and board. Students receive a monthly stipend at the current rate prescribed by law (10, U.S.C. 2127) except while on AD:

- The Air Force begins paying the stipend and reimbursing expenses as of the eligibility-for-benefits date. AFIT/CIMJ determines this date.
- The stipend eligibility date is the date of execution of the Oath of Office, the date of execution of the program agreement (contract), or the start date of the specified academic term (first day of class) at the medical school the Air Force approved for the participant to attend, whichever is most recent.
- The Air Force limits reimbursement for other educational expenses to those expenses the Air Force determines are usually incurred by students at that institution.

- Students may rent microscopes and other non expendable equipment at Air Force expense under AFIT guidelines.
- Students who enter the program during any academic session are eligible for personal reimbursement, on a prorated basis, for all normal tuition, fees, educational expenses and purchases authorized by AFIT /FMF if the student incurs the expenses for the current academic year.
- AFIT/FMF reimburses students for required textbooks, supplies, and equipment, including items purchased up to 60 calendar days before start of school (assuming the AFHPS/FAP student's eligibility date coincides with the school's matriculation date for the current academic year).
- AFIT/FMF reimburses fees for license and board examinations that are required to complete the program. AFIT/FMF will not reimburse students for fees when the license or board examination is not a graduation requirement.
- Both HQ ARPC/SGI and AFIT/CIMJ can initiate administrative elimination.
- Stipend and base pay are subject to Federal and State income tax.

1.4.5. The Air Force stops paying the stipend when:

- The student formally graduates or completes academic requirements for the degree if completion falls 45 calendar days or more before formal graduation. Students remain on an inactive ready reserve status without pay until the Air Force reappoints them and orders them on AD.
- AFIT/CIMJ receives a tender of resignation (TOR) or provides a self-initiated elimination (SIE) request package to the AFHPS/FAP participant. ***Note: The Air Force reinstates entitlements retroactively to the termination date if it fails to approve a student's request for reassignment.***
- The professional school dismisses the student.
- HQ AFMPC/DPMMM medically disqualifies the student.
- An approved LOA begins. ***Note: The Air Force reinstates entitlements on the effective date of the student's reentry into an approved course of study.***
- The student fails or refuses to comply with administrative requirements, weight and fitness requirements (see AFI 36-2005), Air Force drug and alcohol policy, or refuses to provide requested information. ***Note: The Air Force may reinstate benefits retroactively when it determines that the student is in good standing.***

1.4.6. Students incur a 2-year ADSC for the first 2 years (or any part) of Air Force sponsorship. Participants incur an additional commitment of 1/2 year for each 1/2 year (or any part) of participation in the AFHPS/FAP beyond the first 2 years.

1.4.7. Students incur an active duty obligation (ADO) of 8 years for any period of program participation. However, students must serve the portion of the ADO that exceeds 2 years or the actual number of years of program participation (1/2 year for each 1/2 year sponsorship) in the Individual Ready Reserve (IRR), unless the Secretary of the Air Force and the individual participant mutually agree that the participant will serve this part of the 8-year ADO after finishing any additional ADO for graduate professional education.

1.4.8. Program participants pursuing a degree in nurse anesthesia or optometry have the following additional obligations and benefits:

1.4.8.1. Participants must accept an appropriate reappointment or designation in the Nurse Corps (NC) or Biomedical Sciences Corps (BSC) according to current appointment instructions after completing the program.

1.4.8.2. Participants incur a 3-year MTS obligation in addition to ADSC. MTS runs concurrently with the ADSC. If the ADSC is less than the MTS, participants must finish serving their MTS before the Air Force releases them. Time on AD after completing the professional degree counts toward completing the MTS unless the contract specifies otherwise.

1.4.8.3. Participants must reimburse the government for all tuition and educational costs, or any part of it, as determined by the SAF/MIC if they fail to complete the period of ADSC specified in the agreement (10 U.S.C. 2005).

1.4.8.4. Participants must serve a 45-calendar day ADT as a second lieutenant with full pay and allowances for that grade for each 12-months in the program (regardless of Reserve grade). Because participants receive no longevity credit for pay during or after their participation, those with no previous military service receive pay for grade 0-1 with 2 or less years of service for all 45-calendar day ADTs. Participants with previous military service receive longevity credit for no more than their period of prior service in determining their pay rate in grade of 0-1 for all 45-calendar day ADTs.

1.4.8.5. The Air Force reimburses participants for all required educational expenses, including tuition, fees, textbooks, small medical equipment, and laboratory expenses. Participants will not receive reimbursement for personal living expenses such as room and board. Students receive a monthly stipend at the current rate prescribed by law (10, U.S.C. 2127) except while on AD.

- The Air Force begins paying the stipend and reimbursing expenses as of the eligibility-for-benefits date. AFIT/CIMJ determines this date.
- The eligibility date is the date of execution of the Oath of Office, the date of execution of the program agreement (contract), or the start date of the specified academic term (first day of class) at the medical school the Air Force approved for the participant to attend, whichever is most recent.
- The Air Force limits reimbursement for other educational expenses to those expenses the Air Force determines are usually incurred by students at that institution.
- Students may rent microscopes and other nonexpendable equipment at Air Force expense.
- Students who enter the program during any academic session are eligible for personal reimbursement, on a prorated basis, for all normal tuition, fees, educational expenses and purchases authorized by AFIT /FMF if the student incurs the expenses for the current academic year.
- The Air Force begins paying the stipend and reimbursing expenses as of the eligibility-for-benefits date. AFIT/CIMJ determines this date.
- The stipend eligibility date is the date of execution of the Oath of Office, the date of execution of the program agreement (contract), or the start date of the specified academic term (first day of class) at the medical school the Air Force approved for the participant to attend, whichever is most recent.

- The Air Force limits reimbursement for other educational expenses to those expenses the Air Force determines are usually incurred by students at that institution.
- Students may rent microscopes and other nonexpendable equipment at Air Force expense under AFIT guidelines.
- Students who enter the program during any academic session are eligible for personal reimbursement, on a prorated basis, for all normal tuition, fees, educational expenses and purchases authorized by AFIT /FMF if the student incurs the expenses for the current academic year.
- AFIT/FMF reimburses students for required textbooks, supplies, and equipment, including items purchased up to 60 calendar days before start of school (assuming the AFHPS/FAP student's eligibility date coincides with the school's matriculation date for the current academic year).

1.4.8.6. The Air Force stops paying the stipend when:

- The student formally graduates or completes academic requirements for the degree if completion falls 45 calendar days or more before formal graduation. Students remain on an inactive ready reserve status without pay until the Air Force reappoints them and orders them on AD.
- AFIT/CIMJ receives a TOR or provides a self-initiated elimination request package to the AFHPS/FAP participant. ***Note: The Air Force reinstates entitlements retroactively to the termination date if it fails to approve a student's request.***
- The professional school dismisses the student.
- HQ AFMPC/DPMMM medically disqualifies the student.
- An approved LOA begins. ***Note: The Air Force reinstates entitlements on the effective date of the student's reentry into an approved course of study.***
- The student fails or refuses to comply with administrative requirements, weight and fitness requirements (see AFI 36-2005), or Air Force drug and alcohol policy or refuses to provide requested information. ***Note: The Air Force may reinstate benefits retroactively when it determines that the student is in good standing.***
- AFIT/CIMJ eliminates the student.

1.4.8.7. Stipend and base pay are subject to Federal and State income tax.

1.4.8.8. Students incur a 2-year ADSC for the first 2 years (or any part) of Air Force sponsorship. Participants incur an additional commitment of 1/2 year for each 1/2 year of participation in the AFHPS/FAP (or any part) beyond the first 2 years.

1.4.8.9. Students incur an active duty obligation (ADO) of 8 years for any period of program participation. However, students must serve the portion of the ADO that exceeds 2 years or the actual number of years of program participation (1/2 year for each 1/2 year sponsorship) in the IRR, unless the Secretary of the Air Force and the individual participant mutually agree that a participant will serve this part of the 8-year ADO after finishing any additional ADO for graduate professional education.

1.4.9. Physicians and dentists in the AFHPS/FAP pursuing specialized training have these additional obligations and benefits:

1.4.9.1. Participants must accept an appropriate appointment or designation in the MC or Dental Corps (DC) according to current appointment instructions.

1.4.9.2. Participants incur an 8-year ADO for any period of program participation. Participants may serve in the IRR any ADO that exceeds either 2 years or the actual number of years of program participation plus one year (1/2 year for each 1/2 year participation or any part of beyond the first year). The Secretary of the Air Force and the participant may mutually agree that the participant will serve this part on active duty. Subject to mutual agreement, a participant may fulfill the IRR service period in the Selected Reserve.

1.4.9.3. Participants reimburse the government for all costs, or any parts determined by the SAF/MIC for failing to complete the period of ADO in the agreement (10 U.S.C. 2005).

1.4.9.4. Participants serve a 14-day ADT with full pay and allowances in the appointed grade for each year (or partial year) of participation in the program (including Reserve Medical and Dental Officers Special Pay). Participants may serve this active duty period wherever the participant receives special training if serving elsewhere would interrupt or delay completing a residency or fellowship. Participants with previous military service receive longevity pay credit for such prior service. Participants do not receive longevity credit for time spent in the AFHPS/FAP. Participants are not eligible for promotion while in the AFHPS/FAP.

1.4.9.5. Participants receive a monthly stipend at a rate equal to other AFHPS/FAP participants except while on AD.

- Participants begin receiving the stipend as of the date of execution of the Oath of Office, the date of execution of the FAP agreement (contract), or the date of commencement of specialized training at the accredited institution, whichever is most recent.
- The stipend continues until the participant completes specialized training.

1.4.9.6. The Air Force discontinues the stipend when:

- An FAP member is suspended or disenrolled from the specialized training course.
- AFIT/CIMJ receives a TOR or provides a SIE request package to the AFHPS/FAP participant. ***Note: The Air Force reinstates entitlements retroactively to the termination date if it fails to approve a student's request to resign.***
- The professional school dismisses the student.
- HQ AFMPC/DPMMM medically disqualifies the student.
- An approved LOA begins. ***Note: The Air Force reinstates entitlements on the effective date of the student's reentry into an approved course of study.***
- The student fails or refuses to comply with administrative requirements, weight and fitness requirements (see AFI 36-2005), Air Force drug and alcohol policy, or to provide requested information. ***Note: The Air Force may reinstate benefits retroactively when it receives information and determines that the student is in good standing.***
- AFIT/CIMJ eliminates the student.

1.4.9.7. Participants receive an annual grant (in addition to the stipend) for each year of participation in the AFHPS/FAP. The Air Force reviews and increases the grant amount in the same manner provided for stipends. Grants are prorated for partial years of participation.

1.4.9.8. The Air Force reimburses participants for all educational expenses that a non-FAP physician would normally incur pursuing the same specialized training at the same institution.

1.4.9.9. Participants also receive payments from the civilian institution.

1.4.9.10. The grant, stipend, base pay, and special pay are subject to Federal income tax.

1.5. Types of Active Duty Tours:

1.5.1. Health Professions Officer Indoctrination Course (HPOIC). HPOIC is a military orientation program for students enrolled in AFHPS/FAP located at Officer Training School (OTS/CTH), 550 McDonald Street, #239, MAFB-Gunther Annex, Maxwell AFB AL 36114-3107.

- This course is a prerequisite for any subsequent tours at other military medical facilities, unless AFIT's program manager waives the requirement.
- Students commissioned through AFROTC, USAFA, or OTS are exempt from HPOIC. Attendance at HPOIC may be less than 45 calendar days.
- AFIT/CIMJ directs how to complete any remaining portion of the 45-calendar day HPOIC.

1.5.2. USAF School of Aerospace Medicine (USAFSAM) Orientation. The USAFSAM course is an aerospace medicine orientation program for students enrolled in medicine or osteopathic medicine programs.

- The course is conducted at 2513 Kennedy Drive, Room 129, Brooks AFB TX 78235-5312.
- If USAFSAM is less than 45 calendar days, AFIT/CIMJ directs the duration of the remaining portion of the 45-calendar day ADT.
- Students must have attended either the HPOIC program or have a commission through USAFA, AFROTC, or OTS before attending the USAFSAM course.

1.5.3. Air Force Clerkship. This 45-calendar day ADT at Air Force medical facilities provides medicine, osteopathic medicine, dental, nurse anesthesia, and optometry students an opportunity to receive elective credit from their schools and clinical experience at Air Force teaching facilities. It also gives MD and DO students an opportunity to train at Air Force facilities before finally deciding on their application for postgraduate specialty training. If the clerkship is less than 45 calendar days, AFIT/CIMJ directs the remaining portion of the 45-calendar day ADT.

1.5.4. Air Force Externship. This 45-calendar day ADT at Air Force medical facilities for medicine, osteopathic medicine, dental, nurse anesthesia, and optometry students doesn't give elective credit. Students receive a general orientation to health care delivery in an Air Force medical facility. If the externship is less than 45 calendar days, AFIT/CIMJ directs the remaining portion of the 45-calendar day ADT.

1.5.5. The 14-Day Financial Assistance Program (FAP) Tour. The participant must coordinate the annual 14-day ADT with AFIT/CIMJ, regardless of location. FAP members may request a 14-day active duty tour at:

- An Air Force Medical Treatment Facility
- The Military Indoctrination for Medical Service Officers (MIMSO) course at Maxwell AFB AL.

- If their residency or fellowship schedule does not permit enough time away from the program, at the members' present teaching facility.

1.5.6. Training Reports. Each student receives a written evaluation after completing an ADT at an Air Force installation. Reports evaluate students for GME or future assignment after completing AFHPS/FAP. These reporting requirements are exempt from licensing according to AFI 37-124, *Management and Control of Information Reports Requirements*.

- HPOIC students receive an AF Form 475, **Education/Training Report**, prepared by the Officer Training Group, Lackland AFB TX.
- USAFSAM students receive AF Form 77, **Supplemental Evaluation Sheet**.
- AFHPSP clerkships receive evaluation on AF Form 494, **Academic/Clinical Evaluation Report**. The medical facility AFHPSP clerkship director completes the evaluation.
- All reports are sent to HQ AFMPC/DPMMUE, 550 C Street West, Suite 27, Randolph AFB TX 78150-4729 and AFIT/CIMJ, 2950 P Street, Wright-Patterson AFB OH 45433-7767.

1.5.7. Invitational Travel Orders (ITO). AFHPS/FAP medicine and osteopathic medicine students in their junior or senior years may participate in clerkship or externship training opportunities at Air Force medical treatment facilities in the United States on nonactive duty status, if the medical treatment facility and AFIT/CIMJ approve the tour arrangements. On approval, HQ ARPC/SGI publishes ITOs. ITOs are limited to two per fiscal year and a maximum of 45 calendar days each.

1.6. When Called to Active Duty. Officers receive AD orders from the Force Management Branch, HQ AFMPC/DPMMUF, approximately 30 calendar days before their call to extended active duty (EAD).

1.7. Being Eliminated From the Program:

1.7.1. The Air Force may eliminate individuals from the program for cause or when it is in the best interest of the Air Force.

1.7.2. The Air Force usually does not approve SIE requests based on change of mind, altered financial status, misunderstanding of obligations, or personal convenience except for individuals who attend the HPOIC and apply for elimination before receiving any scholarship benefits other than participation in HPOIC.

1.7.3. Being eliminated from the program does not necessarily result in separation or discharge from the Air Force.

- Medicine or osteopathic medicine students eliminated before graduation to immediately serve their AD in a capacity other than physician.
- Nurse anesthesia students eliminated before graduation to immediately serve their AD obligation as a general duty nurse.
- Physician and dentist members of the FAP who fail to complete specialty training because of deficiency in conduct or studies, or who otherwise fail to fulfill the contractual agreement, to complete their AD obligation in an appropriate military capacity commensurate with their medical training.

1.7.4. Students may be eliminated if they:

- Fail or refuse to comply with or meet medical, academic, conduct, or administrative requirements of the US Air Force, as prescribed by this or other Air Force instructions or directives.
- Do not have the qualities required of an Air Force officer as described in Department of Defense Directive (DoDD) 5500-7, *Standards of Conduct*, August 30, 1993, AFI 32-3206, and AFI 36-3207.
- Fail to meet academic or other standards of the civilian institution you attend or fail to make satisfactory progress.
- Continually or repeatedly ignore requests for information or administrative directives.
- Are involved in illegal activities or conduct unbecoming an Air Force Officer.

NOTE:

All eliminations are subject to approval or disapproval by SAF/MIC.

1.7.5. The following initiate elimination:

1.7.5.1. The participant:

- Submits a request for SIE to AFIT/CIMJ.
- Submits a TOR of commission to HQ ARPC/SGI.

1.7.5.2. AFIT/CIMJ:

- May initiate elimination based on any of the reasons listed in paragraph 1.4. or after receiving notice from HQ ARPC/SGI and Directorate of Personnel, Discharge Branch (DPAD) that they are initiating discharge action.

1.7.5.3. HQ ARPC/SGI:

- May initiate elimination by notifying AFIT/CIMJ that they are starting separation or discharge action based on an individual's failure to meet conduct, medical, or other Air Force standards, or when a medical facility commander or commander of an organization providing ADT training tells HQ ARPC/SGI that the participant does not comply with Air Force standards.

1.7.6. The elimination procedures are as follows:

1.7.6.1. AFIT:

- Notifies AFIT/FMF, HQ ARPC/SGI, and HQ ARPC/DROX to suspend program benefits pending a final decision (including any separation or discharge proceedings).
- Requests from AFIT/FMF a total amount paid out on behalf of the participant.
- Notifies the participant of proposed elimination and suspension of benefits and of the possible debt to the government.
- Prepares an elimination recommendation for AFIT/CC.
- Consults with HQ AFMPC/DPMMUE. AFIT/CC approves or disapproves the recommendation and returns it to AFIT/CIMJ.
- Forwards the case to HQ ARPC/SGI accompanied by a tender of resignation of commission if the recommendation for elimination was approved.

1.7.6.2. AFIT/CC. Approves or disapproves elimination from the program (both self and Air Force-initiated). If approved, or if the package is accompanied by a TOR of commission, sends the case to HQ ARPC/SGI. If disapproved, that is the final action on the case. If accompanied by a tender of resignation of commission, AFIT/CC sends the resignation letter to HQ ARPC/SGI.

1.7.6.3. HQ ARPC/SGI:

- Sends recommendations to eliminate students from the program to AFIT/CC through AFIT/CIM according to AFI 36-3209 (for medical fitness or misconduct).
- Notifies HQ ARPC/DROX to suspend entitlements pending action.
- Reviews case and recommends action. When HQ ARPC /SGI eliminates a participant from the program, it may:
- May require serving out any incurred obligation.
- May recommend separation and require the individual to repay all payments received. For separation due to misconduct, see AFI 36-3209.
 - When the participant remains in the program because elimination was not approved, notifies HQ ARPC/DPAD, HQ ARPC/DROX, and AFIT/CIMJ to reinstate entitlements.
 - Forwards recommendations to HQ ARPC Director of Personnel (DP).

1.7.6.4. HQ ARPC/DPAD:

- Reviews case.
- Acts appropriately per AFI 36-3209.
- Notifies HQ ARPC/SGI after completing actions and making a final decision, and before forwarding to SAF/MIC for final approval.

1.7.6.5. ARPC/CC:

- Notifies HQ ARPC/SGI through HQ ARPC/DPAD of cases warranting elimination for the reasons listed in this section.
- Directs action under AFI 36-3209 to HQ ARPC Staff Judge Advocate (HQ ARPC/JA) and to SAF/MIC.

1.7.6.6. HQ ARPC/DROX:

- Suspends or reestablishes payment of stipend and other entitlements after HQ ARPC/SGI sends down its final decision.
- Starts recouping disbursed funds through DRAS-DE/Y as directed by SAF/MIC after notification from HQ ARPC/DPAD and AFIT/FMF.

1.7.6.7. HQ AFMPC/DPMMU:

- Responds to informal requests for review of possible eliminations before starting formal elimination action.
- Consults on terminations, eliminations, and separations based on SIE, substandard academic records, administrative reasons, or misconduct.
- Responds to SIE requests where participants request EAD in another field.
- Monitors review procedures when the member volunteers or is recommended for EAD as a payback for obligations.

1.7.6.8. Medical Facility or Military Organization Commanders:

- Notify ARPC/CC.
- Identify ADT program participants at their facility whom HQ ARPC/SGI should consider for elimination.

1.8. Separating or Discharging an Eliminated Participant. All program participants hold commissions as officers in the USAFR and must serve on AD. Being eliminated from AFHPS/FAP does not always require separating or discharging an officer. SAF/MIC decides how individuals will pay back their obligations.

1.8.1. Possible Reasons for Discharge or Separation:

- Member was eliminated from AFHPS/FAP.
- Participant submits TOR of commission.
- Member meets requirements specified by AFI 36-3209.

1.8.2. Who Initiates or Recommends Separation and Discharge:

1.8.2.1. A participant may ask for separation and discharge by submitting TOR of commission for personal reasons.

1.8.2.2. AFIT may eliminate the member from AFHPS/FAP, suspend benefits, and ask for the member's separation or discharge for cause.

1.8.2.3. HQ ARPC may separate and discharge a member:

- In response to a TOR.
- Based on AFIT's notification and the participant's elimination from AFHPS/FAP.
- For reasons stated in AFI 36-3209 or another instruction.

1.8.2.4. The Air Force may discharge and separate a member on the recommendation of medical facility commanders or commanders of military organizations providing ADT training.

1.8.3. How To Separate. Separation follows the procedures described in AFI 36-3209, with recommendations from HQ ARPC/SGI and JA. Separation or discharge from the Reserve of the Air Force while participating in the AFHPS/FAP does not necessarily mean that a member is relieved from service obligations imposed by other federal statutes.

- SAF/MIC may discharge members who were commissioned for the program and who submit a TOR before receiving benefits, and are not otherwise obligated to the Air Force or who attended HPOIC and were removed for cause before receiving benefits.
- The Air Force may separate members who previously participated in this or other Air Force sponsored education programs or may call them to EAD in another capacity to repay the active duty service obligation. If separated, the Air Force decides whether to recoup educational expenses (including grants and other expenses) after SAF/MIC reviews and decides the case.

Section 1C—Responsibilities

1.9. Headquarters US Air Force, Office of the Surgeon General, Health Personnel Policy and Programs (HQ USAF/SGHP):

- Manages, operates, and sets policy for the AFHPS/FAP program.
- Plans and submits program objectives to the Medical Program Review Committee and DoD for approval.
- Forwards the approved program to HQ AFMPC/DPMM for action.
- Requests data from HQ AFMPC/DPMMUE and HQ AFIT/CIMJ to send to HQ USAF/SGHP within 15 days after 31 March and 30 September of each fiscal year.
- Verifies report data and submits it to the Assistant Secretary of Defense.

1.10. Headquarters Air Force Military Personnel Center, Directorate of Medical Service Officer Management (HQ AFMPC/DPMM):

- Operates, monitors, and keeps program size within assigned strength limits.
- Is office of primary responsibility (OPR) for AFHPS/FAP contract and point of contact for student inquiries concerning GME. (DPMMUE)
- Sends GME application kits to medicine and osteopathic medicine students. (DPMMUE)
- Assigns initial AD, gives out assignment instructions and EAD orders when participants complete their residency training. (DPMMUM)
- Consults with AFIT on health professional matters. (DPMMUE)
- Recommends policy changes to HQ USAF/SGHP. Implements management policies and procedures. (DPMMUE)
- Reviews and approves, or disapproves requests for dual-degree programs and pregraduate fellowships recommended by AFIT/CIMJ. (DPMMUE)
- Reviews potential program eliminees and makes recommendations about them to HQ ARPC/CPA. (DPMMUE)
- Forwards procurement requirements from HQ USAF/SGHP to HQ USAFRS/RSH for civilian applicants and to HQ AFMPC/DPMMUE for active duty, USAFA, and AFROTC applicants (DPMMUF).
- Runs the AFHPS/FAP Selection Board. Appoints members, convenes the board, and establishes selection criteria in consultation with HQ USAF/SGHP, HQ AFMPC/DPMMUE, and HQ USAFRS/RSH. (DPMM)
- Oversees applications from USAFA, AFROTC, and AD Air Force to the AFHPS/FAP Selection Board. (DPMMU)
- Fills vacated scholarships from HQ ARPC/SGI and HQ AFIT/CIMJ by sending names of appropriate individuals to fill them to HQ USAFRS/RSH after getting approval from HQ USAF/SGHP. (DPMMUE)
- Informs AFHPS/FAP students of GME selection results. (DPMMUE)
- Informs National Residency Matching Program (NRMP) and American Osteopathic Association (AOA) of students for post-graduate year 1 (PG1) training at Air Force medical facilities. (DPMMUE)

- Informs HQ AFROTC/Cadet Appointments and Special Actions (RRFA) of all information and documents required from pre-HPP participants who will enter the AFHPS/FAP. (DPMMUE)
- Operates the deferred physician management program. (DPMMUE)
- Mails hospital agreement forms annually to deferred officers.
- Prepares and mails deferred newsletter.
- Grants deferments based on Air Force requirements through the GME Selection Board.
- Keeps computerized information accurate.
- Changes the primary and duty Air Force specialty codes (AFSC) of deferred officers to their deferred specialty.
- Enters projected AD dates into the Personnel Data System (PDS) based on length of deferments.
- Changes addresses in the computer when necessary.
- Coordinates physical examination reviews with HQ ARPC/SGPS. Advises AFIT/CIMJ of participants' medical problems. Monitors medical problems through correspondence with participants and attending physicians. (DPMMM).
- Responds to correspondence from deferred officers. Keeps track of deferred program participants to ensure program integrity with HQ ARPC/SGI and HQ ARPC/DSIQ.

1.11. Headquarters Air Force Recruiting Service, Health Professions Directorate (HQ USAFRS/RSH):

- Helps administer the program and acts as recorder for the AFHPS/FAP Selection Board.
- Notifies civilian applicants of their selection status (selected, rejected, or alternate).
- Recruits and appoints civilian program participants.
- Recommends to HQ AFMPC/DPMM how frequently the board should meet.
- Sends documents for master personnel records to HQ AFMPC/DPMMU.
- Advertises the program.
- Awards vacated scholarships according to the following criteria:
- Alternates in the same graduating year group fill vacancies first.
- Alternates from other graduating years fill vacancies when alternates from the same year group are not available.

1.12. Air University (AU):

1.12.1. HQ AFROTC:

- Conducts pre-HPP selection board.
- Is the OPR for AFROTC medical scholarships. Validates eligibility of pre-HPP participants annually.
- Sends quarterly pre-HPP roster to HQ AFMPC/DPMMUE.

1.12.2. AFROTC Detachments:

- Sends a copy of AF Form 1056, **Air Force Reserve Officer Training Corps Contract**, TDW4, **Employee's Withholding Allowance Certificate**, and commissioning physical to

HQ AFMPC/DPMMUE on all pre-HPP and ROTC cadets accepted into medical schools and selected for the AFHPS/FAP.

- Completes the package for AF Form 24, **Application for Appointment as Reserve of the Air Force or US Air Force Without Components**.
- Sends a copy of the medical school letter of acceptance for all line ROTC cadets applying for sponsorship under the AFHPS/FAP.

1.12.3. Maxwell AFB Gunther Training Annex:

- Runs a military orientation course for AFHPS/FAP participants.
- Provides training facilities.
- Convenes a faculty review board for program members who do not meet academic, conduct, or other standards of the US Air Force.
- Sends faculty review board results to HQ ARPC/SGI and DPAD with appropriate recommendations. ARPC/CC makes the final decision concerning the participant's status in AFHPS/FAP.

1.13. Air Force Institute of Technology, Civilian Institution Medical Programs (AFIT/CIMJ):

1.13.1. Is the primary point of contact with the students' program and administering ADT requests.

1.13.2. Manages the academic program and:

- Approves and processes changes of school.
- Grants leaves of absence and authorizes program extensions up to 1 year. Coordinates program extensions and leaves of absence with HQ AFMPC/DPMMUE to ensure maintenance of program integrity.
- Monitors student academic progress.
- Coordinates with HQ USAF/SGHP and HQ AFMPC/DPMMUE on end strength reporting.

1.13.3. Controls and supervises students by issuing necessary instructions. Updates students on program developments.

1.13.4. Reconciles student census with HQ ARPC/SGI and HQ AFMPC/DPMMUE at least once a year.

1.13.5. Corresponds with the Medical Service Liaison Officer (MSLO) regarding AFHPS/FAP student issues and concerns.

1.13.6. Identifies students for possible elimination from AFHPS/FAP. Suggests terminating student benefits if the student:

- Fails to meet the academic standards of the institution.
- Does not meet established medical standards.
- Requests self-elimination from the AFHPS/FAP when the student is not academically deficient or medically disqualified.
- Fails to meet medical, academic, conduct, or other standards of the US Air Force.
- Fails to demonstrate the qualities required by an Air Force officer.

- Ignores requests for information by any Air Force agency.
- 1.13.7. Acts when students are identified for possible program elimination:
- Discontinues academic entitlements, including tuition, stipend, AD pay, and personal reimbursements pending results.
 - Prepares staff elimination package, including full cost of educational benefits.
 - Sends cost accounting to AFIT/CC for evaluation and approval or disapproval.
 - Forwards completed staff elimination package to HQ ARPC/SGI.
 - Transmits TOR, if submitted, to HQ ARPC/SGI for action and disposition by HQ ARPC/DPAD.
- 1.13.8. Coordinates the operating and maintenance budgets with AFIT/FMF.
- 1.13.9. Helps AFIT/FMF validate student claims for reimbursement for books, supplies, and equipment rental.
- 1.13.10. Decides when program members serve their ADT and asks HQ ARPC/SGI to issue orders.
- 1.13.11. Runs the Air Force weight control program for AFHPS/FAP participants.
- 1.13.12. Monitors the quality of data for the PDS. (AFIT is responsible for the academic portion.) Coordinates with HQ ARPC/SGI on PDS updates.
- 1.13.13. Directs HQ ARPC/SGI to reinstate a stipend and AFIT/FMF to reinstate essential educational expenses after reinstating a student.
- 1.13.14. Updates HQ ARPC/SGI on changes in dates for graduation, or program completion. Provides information for reappointment.
- 1.13.15. Notifies HQ AFMPC/DPMMM when evaluation of student's responses on AFHPS/FAP Health Questionnaire or other sources suggests a physical examination or medical consultation.
- 1.13.16. Works with HQ ARPC/SGI to arrange medical evaluation at military and civilian facilities.

1.14. AFIT/FMF:

- Contracts with 645 Air Base Wing, Air Force Materiel Command (AFMC), for Educational Service Agreements with institutions that provide professional education for program members.
- Validates educational expenses and authorizes payment through educational service agreements, purchase orders, or personal reimbursements.
- Computes incurred expenses and forwards the data to AFIT/CIMJ to include in staff elimination packages.
- Records expenditures for each program member during AFHPS/FAP participation and any subsequent sponsored GME.
- Stops payment or reinstates payment of essential educational expenses.
- Sends demand for payment letters through DFAS-DE/Y on withdrawn AFHPS/FAP students when SAF/MIC specifies recoupment.

1.15. Headquarters, Air Reserve Personnel Center, Health Services Individual Reserve Programs, Medical Incentive Division (HQ ARPC/SGI):

- 1.15.1. Is the military personnel administrator for AFHPS/FAP students.
- 1.15.2. Publishes Reserve appointment orders after receiving the Oaths of Office from Health Professions Recruiting, HQ AFPC/DPRB.
- 1.15.3. Is the servicing Consolidated Reserve Personnel Office (CRPO).
 - Monitors master personnel records. (DS)
 - Provides military personnel administration. (SGI)
 - Enters initial student data file into the PDS. (SGI)
 - Helps publish the ADT order.
- 1.15.4. Updates members' addresses, names, and tour changes in the PDS. (DSFS, DSFA, and SGI)
- 1.15.5. Sends personnel data to HQ ARPC/DROX, 6760 East Irvington Place, #7000, Denver CO 80279-7000, and to DFAS-DE/MPRR to start up members' pay accounts.
 - Monitors health standards for all program members and handles physical reviews according to and AFI 48-123, *Air Force Medical Standards*, (formerly AFR 160-43). (SG and SGI)
 - Keeps AFIT/CIMJ informed of participant's medical problems.
 - Monitors medical problems by corresponding with participants and attending physicians.
 - Arranges medical evaluations at military and civilian facilities as required.
 - Forwards questionable cases to HQ AFMPC/DPMMM for medical evaluation.

NOTES:

1. HQ AFMPC/DPMMM decides whether students are medically qualified to continue in the program and on EAD according to AFI 48-123, and Army Regulation (AR) 40-501, *Accession and Retention Standards*, Chapter 8. This directive is at all Military Entrance Processing Stations (MEPS), or you may order one through your local publications and distribution office.
2. Each medical and osteopathic medical student must undergo a recommissioning EAD medical examination during the senior year in medical school. These examinations are normally requested 12 months before graduation with a waiting period through January or February to confirm student's medical readiness for EAD or to continue the program.
- 1.15.6. Processes ADT requests and sends them to HQ ARPC/SGI to issue orders for annual tours for program members.
- 1.15.7. Maintains in the PDS student data information on HQ ARPC functions.
- 1.15.8. Furnishes grant and stipend pay histories from JUMPS-Reserve Forces (RF) to HQ ARPC/DPAD on students identified for elimination.
- 1.15.9. Maintains the quality of PDS data and is the central contact for AFHPS/FAP for items such as orders, pay, ID cards, and health problems.
- 1.15.10. Reviews initial master personnel records, appointment packages, and documents from HQ AFMPC/DPMMU.
- 1.15.11. Assigns program members to the 9016 Air Reserve Squadron (ARS), Category K, according to AFI 36-2115, *Assignments Within the Reserve Components* (formerly AFR 35-41, volume 1, and AFR 45-4).

1.15.12. Processes orders for the annual 45-calendar day or 14-calendar day ADT, invitational travel orders, and orders for medical consultations.

1.15.13. Initiates student disciplinary action.

1.15.14. After a student is identified for elimination from the program for medical, academic, administrative, or self-elimination reasons:

- Tells HQ ARPC/DPAD to start administrative actions. HQ ARPC/DPAD notifies the student.
- Notifies AFIT/CIMJ to disenroll the student and requests an educational expense summary.
- Recommends actions to HQ AFMPC/DPMMU.
- Stops stipends and grants by notifying HQ ARPC/DROX.
- Coordinates discharge actions with HQ ARPC/DPAD and JA.
- Follows final recommendation from SAF/MIC.
- Starts recoupment by notifying AFIT/FMF. HQ ARPC/DPAD initiates final discharge action according to AFI 36-3209.
- Maintains personal information records (names, school, reason and dates of discharge) of former AFHPS/FAP members for 1 year through HQ ARPC/DPAD.

NOTE:

SGI and Directorate of Personnel Data Systems Requirements, Analysis Branch (DSIQ), are responsible for establishing quality control mechanisms to prevent inadvertent discharges of Obligated Reserve officers assigned as AFHPS/FAP students in deferred status.

1.15.15. Handles administrative matters for deferred resident officers.

1.15.16. Is the servicing CRPO. Maintains master personnel records and provides military personnel administration.

1.15.17. Pays program members their monthly stipend, pay, and allowances.

1.15.18. Maintains program members' master military pay account (MMPA).

1.15.19. Budgets for all Reserve Personnel Appropriations (RPA) for this program.

1.16. US Air Force School of Aerospace Medicine (USAFSAM):

- Develops and presents a military orientation course in aerospace medicine.
- Provides training facilities.
- Evaluates medical disqualifications and sends results to HQ ARPC/SGI.

1.17. Headquarters Defense Finance and Accounting Service-Denver Center(HQ DFAS-DE):

- When SAF/MIC orders recoupment, AFIT/FMF sends demand letters.
- If the member does not pay the debt after receiving the demand letters, DFAS-DE/YDC begins recoupment procedures according to AFR 177-102, table 29-1.

1.18. Reserve Readiness Mobility Squadron, Accounting and Finance (2400 RRMS/FMFPT) Dobbins AFB GA:

- Maintains program members' account in the Automated Travel Reporting and Accounting System (ATRAS).
- Authorizes travel advances and pays program members' travel and per diem for active duty tours.
- Notifies HQ ARPC/DROX for recoupment of travel and per diem over payments and unsettled travel advance.

1.19. Air Force Medical Facilities. The medical facility commander reports to HQ ARPC/SGI when students do not meet Air Force standards while at the medical facility.

1.20. AFHPS/FAP Member. Complies with and meets all requirements outlined in this instruction, other applicable Air Force directives, and the instructions issued by AFIT, HQ AFMPC/DPMM, and HQ ARPC/SGI.

Section 1D—Communications

1.21. Direct Communications. HQ USAF/SGHP, HQ AFMPC/DPMM, HQ ARPC/SG, HQ USAFRS/RSH, and AFIT/CIMJ may freely exchange information on program management.

1.22. Other Communications. Communication on all policy matters goes through appropriate command channels to HQ AFMPC/DPMMU. They get appropriate policy guidance from HQ USAF/SGHP.

1.23. Additional Information. See DoD Directive 1215.14, *Armed Forces Health Professions Scholarship Program*, February 4, 1975, and DoD Directive 6000.2, *Minimum Terms of Service and Active Duty Obligations for Health Services Officers*, April 8, 1988, for additional information on this program. See AFI 36-2107 for information on AD Service commitments.

Chapter 2

ADMISSION PROCEDURES FOR THE F. EDWARD HEBERT SCHOOL OF MEDICINE, UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS)

Section 2A—Application Procedures and Information

2.1. Applying. Apply through the School of Medicine, American Medical College Application Service (AMCAS), 1776 Massachusetts Avenue, NW., Suite 301, Washington DC 20036-1989. The School of Medicine announces application procedures each year in the school bulletin, which you get from the school's Admissions Office. Apply between 15 June and 1 November for classes beginning the next school year. AMCAS does not accept applications that arrive after 1 November. The school may call competitive applicants for a formal interview. You pay your own travel expenses for the interview.

2.1.1. Military Members need eligibility approval from one of the following organizations before applying for this program:

- At HQ AFMPC/DPMARS1:
- Directorate of Personnel Program Management.
- Retirement and Separations Division, Separations Branch.
- Officer Separations Section.
- At HQ AFMOC/DPMARS2:
- Airmen Separations Section.

2.1.2. Members of the military should seek approval at least 1 year before they want to start school. Get a sample of an applications for approval letter from HQ AFMPC/DPMMUE, 550 C Street West, Suite 27, Randolph AFB TX 78150-4729.

2.1.3. The School of Medicine accepts AMCAS applications before receiving the letter of approval from HQ AFMPC (DPMARS1 or DPMARS2), but it will not make any final decision until the approval officially arrives. The approval letter serves as official preapproval of your possible voluntary separation later.

2.1.4. Final approval of separation depends on your:

- Getting accepted into the School of Medicine.
- Requesting separation and being able to accept separation to attend Medical School.
- Accepting the rank and pay grade of a medical student.
- Submitting your resignation and agreeing to accept a Reserve commission (Medical Officer Student), pay grade 0-1, in one of the Uniformed Services (Army, Navy, Air Force, or Public Health Service) if you are a regular officer.

2.2. Where To Get Information:

2.2.1. Send requests for academic requirements or for school bulletins to the Office of Admissions, Uniformed Services University of Health Sciences, 4301 Jones Bridge Road, Room A1041, Bethesda MD 20814-4799.

2.2.2. For separation policy and procedures, contact HQ AFMPC/DPMARS, 550 C Street West, Suite 11 Randolph AFB TX 78150-4713.

Section 2B—Eligibility Requirements

2.3. Medical School Eligibility Requirements:

2.3.1. To be accepted by the School of Medicine, you must be:

- A United States citizen.
- At least 18 years of age at matriculation (if you are a civilian applicant), but not yet age 28 as of 30 June of the year of admission.
- If you are in the military and have served on active duty, you may exceed the age limit by a period equal to the time you served on active duty, as long as you will be younger than 34 as of 30 June in the year of admission.
- The age requirements may not be waived.
- Of good moral character.
- Able to meet the Air Force commissioning requirements in AFI 36-2005.
- Able to meet the medical qualifications for obtaining a Regular commission in the Uniformed Services. See AR 40-501, chapter 4, and **Chapter 2**, paragraphs 2-12 and 2-13 for vision requirements. The DoD Medical Examination Review Board (DoDMERB), USAF Academy, Colorado Springs CO 80840-6518, certifies physical examinations.
- Able to meet security requirements for commissioning in the military (see AFI 31-501, *Personnel Security Program Management* [formerly AFR 205-32]).
- Have the academic, intellectual, and personal qualifications for entering the School of Medicine.
- Want a medical career in the Uniformed Services.

2.4. Contractual Information:

2.4.1. You incur substantial obligations when you are chosen for this program. You must sign a contract which clearly states these obligations. Before you sign the contract, read it carefully.

2.4.2. The Air Force contract changes slightly from year to year. Get a copy of the current year Air Force contract from HQ AFMPC/DPMMUE, 550 C Street West, Suite 27, Randolph AFB TX 78150-4729.

2.4.3. You will get a new contract shortly after you are notified that you are selected.

Section 2C—Responsibilities

2.5. HQ AFMPC/DPMMUE:

- Appoints students as Reserve second lieutenants in the Medical Service Corps Air Force specialty code 0106, (depending on their military status, this is, ROTC, USAFA, civilian, or AD).
- Tells students how to formally request conditional release from other services.
- Tells students how to formally request removal from flying status.

- Advises the School of Medicine within 45 calendar days of receiving the selection lists whether the student was accepted for commissioning. If not, explain why.
- Sends the list of students eligible for Regular commission to HQ AFMPC/DPMAJB (Officer Promotion Branch) 9 months before graduation.
- Oversees and coordinates confirmed action requirements.

2.6. HQ AFMPC/DPMARS1 or DPMARS2:

- Sends a copy of the letter of notification of eligibility to apply to the Director of Admissions at the School of Medicine and HQ AFMPC/DPMMUE.
- Prepares and processes applications for separation.
- Processes TOR.
- Prepares appointment orders (Regular officer).

2.7. HQ AFMPC/DPMAJB. Appoints qualified graduates as Regular officer in the Medical Corps after they graduate.

2.8. USUHS:

- Determines eligibility for commissioning School of Medicine candidates.
- Requests National Agency Checks (NAC).
- Requests the Department of Defense Medical Evaluation Review Board (DoDMERB) to schedule medical examinations.
- Sends commissioning packages to HQ AFMPC/DPMMUE.

2.9. DoDMERB. Schedules free physical examinations for potential entrants at military or civilian facilities as near as possible to the applicant's homes. The government does not reimburse travel expenses to and from the examination site.

2.10. Additional Information. See DoD Directive 6010.7, *Admission Policies and Procedures for the School of Medicine, Uniformed Services of the Health Sciences*, August 27, 1975.

ALEXANDER M. SLOAN, Lt General, USAF, MC
Surgeon General

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

Title 10, United States Code, Sections 133, 2120-2127, 8013, 8032

Title 44, United States Code, Section 3101

System of Record Notice F035 MPC F, Health Education Records

DoDD 1215.14, *Armed Forces Health Professions Scholarship Program*

DoDD 6000.2, *Minimum Terms of Service and Active Duty Obligations for Health Services Officers*

DoDD 6010.7, *Admission Policies and Procedures for the School of Medicine, Uniformed Services University of the Health Sciences*

DoDD 5500.7, *Standards of Conduct*

AFI 36-3206, *Administrative Discharge Procedures*

AFI 36-3209, *Separation Procedures for Air Force Reserve Members*

AFI 48-123, *Air Force Medical Standards*

AR 40-501, *Accession and Retention Standards*

AFI 31-501, *Personnel Security Program Management*

AFI 36-5001, *Civil Air Patrol*

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories*

AFI 36-3207, *Administrative Separation of Commissioned Officers*

AFI 36-3208, *Administration Separation of Airmen*

AFI 36-2107, *Active Duty Service Commitment*

AFM 177-373, volume 2, *Joint Uniform Pay System - JUMPS AFO Procedures*

AFI 37-124, *Management and Control of Information Reports Requirements*

Abbreviations and Acronyms

AANA—American Association of Nurse Anesthetists

AD—Active Duty

ADSC—Active Duty Service Commitment

ADO—Active Duty Obligation

ADT—Active Duty Tour

AFHPS/FAP—Armed Forces Health Professions Scholarship and Financial Assistance Program

AFMC—Air Force Materiel Command

AFSC—Air Force Specialty Code
AMA—American Medical Association
ANG—Air National Guard
AOA—American Osteopathic Association
APA—American Psychological Association
ARS—Air Reserve Squadron
ATRAS—Automated Travel Reporting and Accounting System
AU—Air University
BSC—Biomedical Sciences Corps
CRPO—Consolidated Reserve Personnel Office
DC—Dental Corps
DDS—Doctor of Dental Surgery
DFAS-DE—Defense Finance and Accounting Service - Denver Center
DMD—Doctor of Medical Dentistry
DO—Doctor of Osteopathy
DoD—Department of Defense
DoDMERB—Department of Defense Medical Evaluation Review Board
EAD—Extended Active Duty
FAP—Financial Assistance Program
GME—Graduate Medical Education
HPOIC—Health Professions Officer Indoctrination Course
IRR—Individual Ready Reserve
ITO—Invitational Travel Orders
JUMPS-RF—Joint Uniform Military Pay System - Reserve Force
LOA—Leave of Absence
MC—Medical Corps
MD—Medical Doctor
MMPA—Master Military Pay Account
MSC—Medical Service Corps
MSLO—Medical Service Liaison Officer
MTS—Minimum Term of Service
NC—Nurse Corps

NRMP—National Residency Matching Program
OD—Doctor of Optometry
OPR—Office of Primary Responsibility
OTS—Officer Training School
PDS—Personnel Data System
Ph.D.—Doctor of Philosophy
Pre-HPP—Pre-Health Professions Program
RPA—Reserve Personnel Appropriations
SIE—Self-Initiated Elimination
SSN—Social Security Number
TOR—Tender of Resignation
USAFA—United States Air Force Academy
USAFR—United States Air Force Reserve
USAFSAM—United States Air Force School of Aerospace Medicine
U.S.C.—United States Code

Terms

Academic Program Manager—AFIT/CIMJ. Controls students' academic programs and assigns active duty tours.

Accredited Institution—A college, university, or institution in the United States or Puerto Rico accredited by the liaison committee for Medical Education the Bureau of Professional Education of the American Osteopathic Association, or the American Association of Nurse Anesthetists and those new institutions that are currently seeking accreditation that have provisional, conditional, or accreditation candidacy status.

Accredited Program—Allopathic or osteopathic residencies and fellowships located in the United States or Puerto Rico accredited by the Accreditation Council for Graduate Medical Education or the Bureau of Professional Education of the American Osteopathic Association including new programs currently seeking accreditation that have provisional, conditional, or accreditation candidacy status.

Active Duty Tour—Annual active duty tour at OTS, USAFSAM, at an Air Force medical facility, or at another location as directed.

Administrative Program Manager—(HQ ARPC/SGI) Student administrator for the program.

Course of Study—Education received at an accredited college, university, or any other institution in medicine or osteopathy leading to a degree in medicine, dentistry, optometry, or a master's degree in nurse anesthesia. Included within this definition are health professional medical programs that experiment with modified curricula and permit the awarding of a degree in one of the designated health professions over a period of time that differs from the traditional 4 years.

Deferred—Obligated Reserve status.

Designated Health Profession—Includes medicine, osteopathic medicine, dentistry, optometry, and nurse anesthesia.

Fiscal Year Enrollment—The number of full-time students enrolled in an institution on 1 October of a Federal fiscal year pursuing a full-time academic course of study leading to a degree in medicine, osteopathic medicine, dentistry, optometry, or nurse anesthesia. Also, physicians enrolled as members of the FAP on 1 October of a Federal fiscal year.

Financial Assistance Program—The financial assistance portion of the F. Edward Hebert Armed Forces Health Professions Scholarship and Financial Assistance Program (AFHPS/FAP).

Graduate Medical Education—A course of study that meets the educational requirements for certification by a specialty board or other military or civilian authority and the standards set by Air Force directives and civilian accrediting or certifying agencies.

Medical Education—A course of study pursuing a medical or osteopathic degree.

Member of the FAP—A physician appointed as a commissioned officer in a Reserve component of the Air Force who has executed a contract to enroll in the FAP.

Member of the Program—An appointed commissioned officer in a Reserve component of the Air Force who is enrolled in a school or specialized training and participating in the AFHPS/FAP.

Operational Program Manager—HQ AFMPC/DPMMUE implements operational policy guidance, publishes this instruction, and chairs AFHPS/FAP conferences.

Program—The F. Edward Hebert Armed Forces Health Professions Scholarships and Financial Assistance Program.